

**From:** Elan Shore  
**Sent:** Wednesday, May 10, 2017 8:41 AM  
**To:** Elisabeth Cutler;Henna Sherzai;Nick Griffin;Michael Filson;Kevin Begovich;Julia Marino;Joan Noble  
**Subject:** RE: Daily Duty Schedule- mark your calendars!

Yesterday was my day but [REDACTED] [REDACTED] should have confirmed with someone to take over my duties. Sorry for dropping the ball.

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**From:** Elisabeth Cutler  
**Sent:** Wednesday, May 10, 2017 8:34:28 AM  
**To:** Henna Sherzai; Nick Griffin; Michael Filson; Kevin Begovich; Julia Marino; Elan Shore; Joan Noble  
**Subject:** RE: Daily Duty Schedule- mark your calendars!

As of this morning, drinks in the refrigerator have not been restock and dishwasher is still filled up with dirty cups/plates (I started dishwasher when I got in this morning). Let's make sure we stay on top of things during BID week!

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**From:** Henna Sherzai  
**Sent:** Tuesday, May 02, 2017 1:48 PM  
**To:** Nick Griffin; Michael Filson; Kevin Begovich; Julia Marino; Elan Shore; Joan Noble; Elisabeth Cutler  
**Subject:** RE: Daily Duty Schedule- mark your calendars!

Last email on this topic!

Two more follow-ups

- Suzanne will speak with CCA so that coffee pot coffee is no longer an assigned responsibility. If you want fresh brewed coffee- knock yourself out! And, clean up afterwards ☺
- Suzanne has volunteered to do the Friday Fridge Throwout. So, that answers all of our questions about what stays and what goes.

H

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**From:** Henna Sherzai  
**Sent:** Tuesday, May 02, 2017 11:37 AM  
**To:** Nick Griffin <[ngriffin@downtownla.com](mailto:ngriffin@downtownla.com)>; Michael Filson <[mfilson@downtownla.com](mailto:mfilson@downtownla.com)>; Kevin Begovich <[kbegovich@downtownla.com](mailto:kbegovich@downtownla.com)>; Julia Marino <[jmarino@downtownla.com](mailto:jmarino@downtownla.com)>; Elan Shore <[eshore@downtownla.com](mailto:eshore@downtownla.com)>; Joan Noble <[jnoble@ccala.org](mailto:jnoble@ccala.org)>; Elisabeth Cutler <[ecutler@downtownla.com](mailto:ecutler@downtownla.com)>  
**Subject:** Daily Duty Schedule- mark your calendars!

See attached for a schedule of who is on Daily Duty during BID Office Duties weeks. I recommended adding your dates to your calendar. You can filter by your name.

Although we will all chip in on the below, the assigned person (per our meeting this AM), will be on point to:

**KITCHEN MAINTENANCE:**

- Unload dishwasher in the morning; load and start dishwasher at end of day
- Double check that refrigerator is stock before they leave for the day (all employees should do as needed)
- Wipe down counters before they leave for the day (all employees should do as needed)
- Make sure old newspapers are discarded
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- Close supply closet

**COPY ROOM MAINTENANCE:**

- Make sure counters are clear and there is no trash left behind before they leave for the day
- Advise Lena of any supplies needed

Don't forget: If you see a printer that needs some ink ask Mike (aka [REDACTED]) how to replace it.